

UNCLASSIFIED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
MEMORANDUM /
NUMBER [REDACTED]11 February 1947
all personnel
3/25/47

SUBJECT: Transmission of Cables and Telegrams Via Government Facilities.

EFFECTIVE UNTIL 30 JUNE UNLESS SOONER RESCINDED1. POLICY

STATINTL

General Regulations [REDACTED] Sup'ls. 2 and 3 provide that government transmission channels shall be used for official messages only. Accordingly, personal messages shall not be transmitted via CIG facilities and official messages shall not contain any reference to personal matters.

2. OFFICIALS AUTHORIZED TO APPROVE CABLES AND TELEGRAMS

To insure that no personal or semi-personal telegrams or cables are transmitted through CIG transmission facilities and that the wording of messages is clear and concise, specific individuals in each office will be authorized to review and approve all outgoing cables and telegrams. The Assistant Director of each CIG office will designate the officials to perform this function, and will advise the Chief, Communications Division, Attention: Signal Center, in writing of the names of the individuals so designated, and provide specimen signatures in each case. Changes in the names of the individuals so authorized shall, as they occur, be forwarded to the Chief, Communications Division. Messages not approved by properly designated officials will not be accepted for dispatch by the Signal Center, nor will they be paid for from government funds if dispatched from facilities outside the agency. (Except as provided for in Par. 5 of this instruction.)

STATINTL

3. REVIEW OF MESSAGES PRIOR TO DISPATCH

The following criteria should govern in determining whether or not messages should be dispatched via official channels:

- a. The urgency of the business should be a determining factor. Any message which can be effectively handled by air mail should not be transmitted by telegram or cable. Dispatch of lengthy messages by telegram or cable should be held to the minimum.

EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

- b. Telegrams to vendors relative to delivery or payment for supplies and equipment should be initiated only by authorized procurement or finance officers of the P. & A. Branch.
- c. Telegrams to prospective appointees with regard to positions, or telegrams to employees regarding personnel matters should be initiated only by authorized recruitment or personnel officers.
- d. The General Accounting Office has ruled (Comp. Gen. A-92370, 3/14/38) that where part of a telegram or cable is construed as being of a personal nature that the entire message will be considered personal and the responsible officer will be required to make reimbursement at commercial rates plus tax for the cost of the entire message. Included in the category of personal messages are the following subjects:
 - (1) Advice to relatives regarding the arrival or departure of an employee.
 - (2) Requests for hotel reservations. However, the mention of hotel reservations in telegrams relating to official travel, between administrative officials and employees may be considered as merely incidental to the official business involved. (Comp. Gen. G-47371, 2/2/45)
 - (3) Congratulatory messages of any kind.
 - (4) Inquiries from or advice to employees regarding extensions of leave, payment of salary or travel accounts, etc.
 - (5) Any message which may be construed as being to the primary interest or benefit of an individual rather than the furtherance of official government business.

4. COLLECT MESSAGES


All incoming collect messages will be accepted unscreened by the Signal Center and forwarded to appropriate officials. If a collect message is construed as being personal rather than official, the receiving official will forward the message together with a memorandum of explanation to the Fiscal Section, Finance Division, and the Chief, Fiscal Section will proceed to effect a collection at commercial rate plus tax from the responsible party, or take other appropriate action.

5. EXCEPTIONS

In instances where for security reasons official messages are dispatched directly through regular commercial facilities in accordance with applicable security plans, the sender will pay the cost of the message from his personal funds, but may make claim for reimbursement thereof in accordance with existing CIG Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel
and Administration

Attachments - None

Distribution - A

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

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MEMORANDUM

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Adm. Instruc.)

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Executive for Personnel
and Administration

Attachments - None

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